**Viewing documents**

Procedure

1. Start the transaction using the menu path or transaction code.

Document List



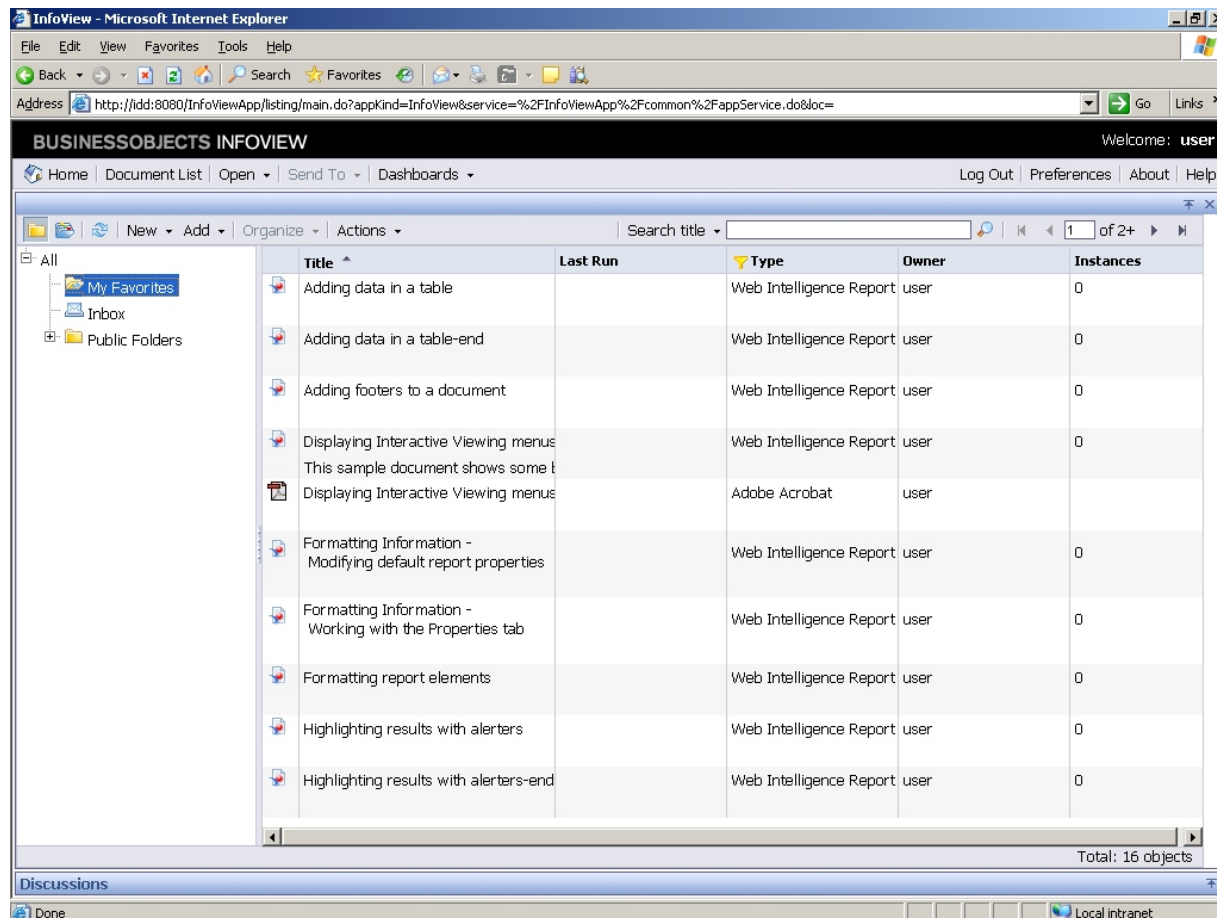2. Press [Enter] to continue.

InfoView provides access to several different types of objects and documents:

- Crystal reports

- Voyager

- Web Intelligence documents

- Desktop Intelligence documents

- Publications

- Microsoft Word, Excel, PowerPoint

- Adobe Acrobat

- Text files

- Hyperlinks

- Object packages

- Program objects

- Personal Dashboards

- Tiered Dashboards

- Analytics

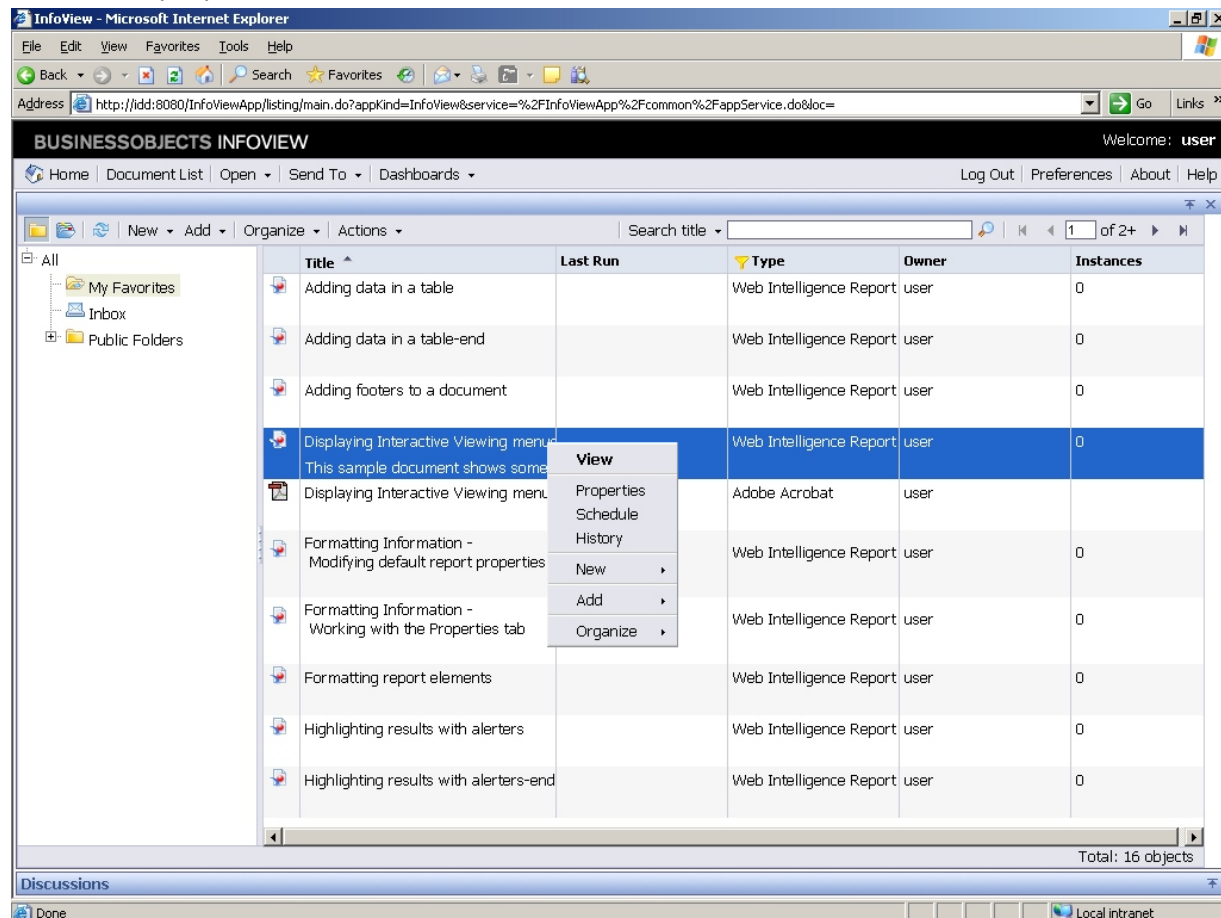Press **[Enter]** to continue.

Document List



3. Press [Enter] to continue.

> You can organize your documents by Title, Last Run date, document Type, or Owner. When you click a heading, the document list becomes organized by that heading type.
>
> By default, documents are organized alphabetically by title.
>
> Press **[Enter]** to continue.

Document properties



4.  Press [Enter] to continue.

By right-clicking on a document title, you may choose to view the properties and other features related to the document. The properties selection displays information such as the title, description, and categories it belongs to. You can modify this information if you have the appropriate access rights.
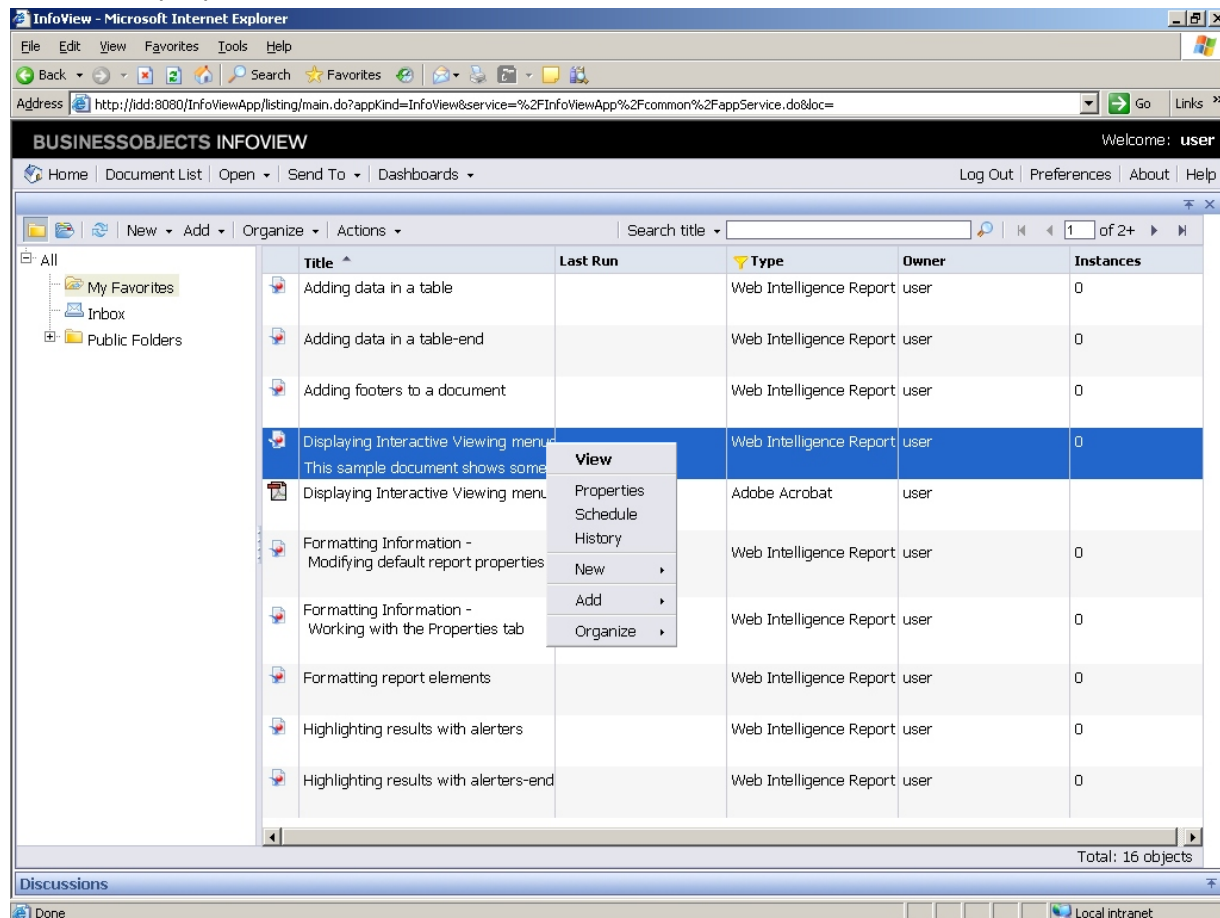
The choices available depend on the document. For example, this document has a selection for Schedule and History. For more information on settings specific to an object-type, refer to the *InfoView User's Guide.*

You will learn about the other commonly used choices throughout the course as you perform different tasks.

Press **[Enter]** to continue.

Document properties



5. Press [Enter] to continue.

If the document has been previously scheduled, you will be able to see it by selecting View, as described in the previous step. The document will contain data from when the report was last run.

If you want to view the report with the most current data from the database, you can double-click the title of the document to view it. This is called viewing on demand because when you click the report link, you send a request to the database to refresh the report by populating it with current data.
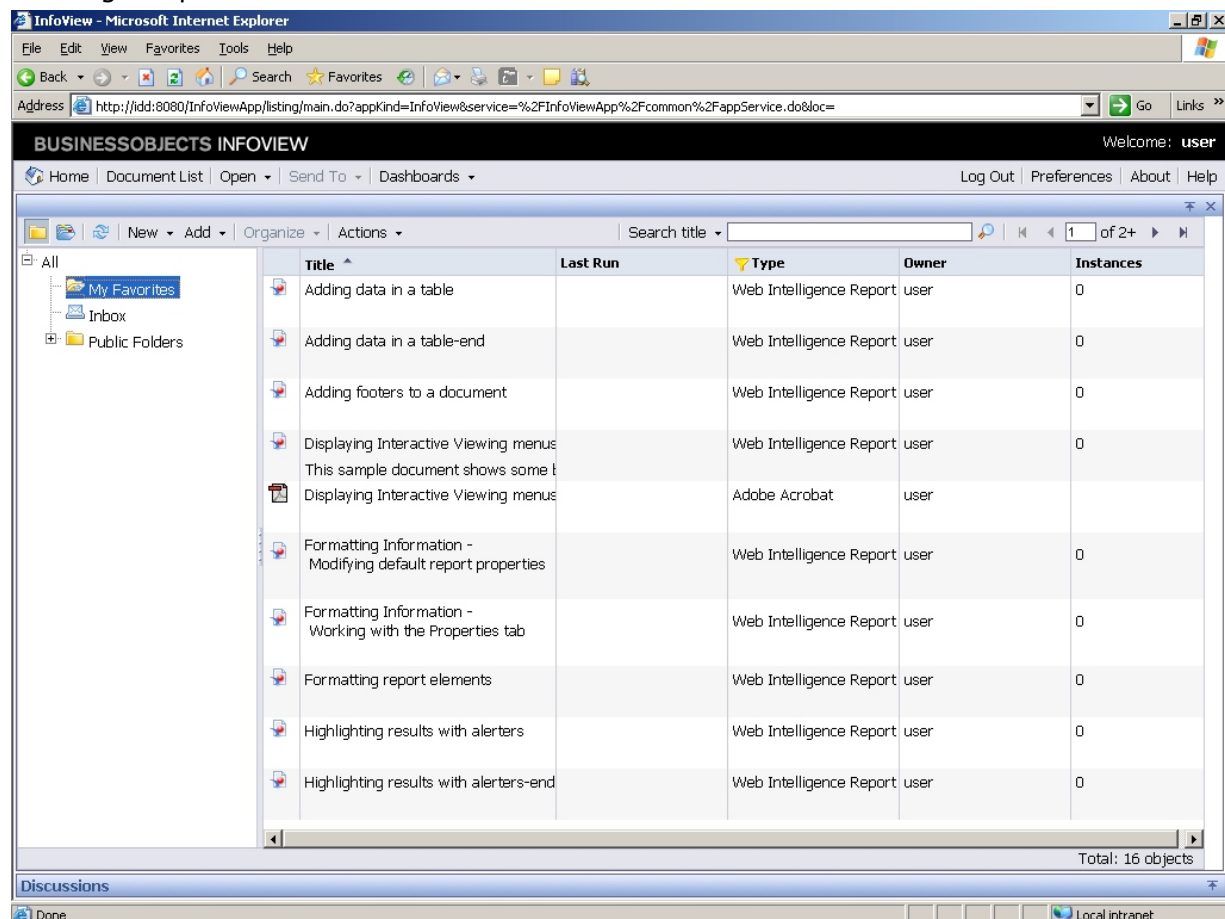
You may not have the appropriate security rights to view documents on demand, which means you are restricted to viewing the data from previously scheduled instances. For more information, contact your System Administrator.

**Note:** You can also view historical instances of documents. For more information, refer to *Viewing object history* in the manual.

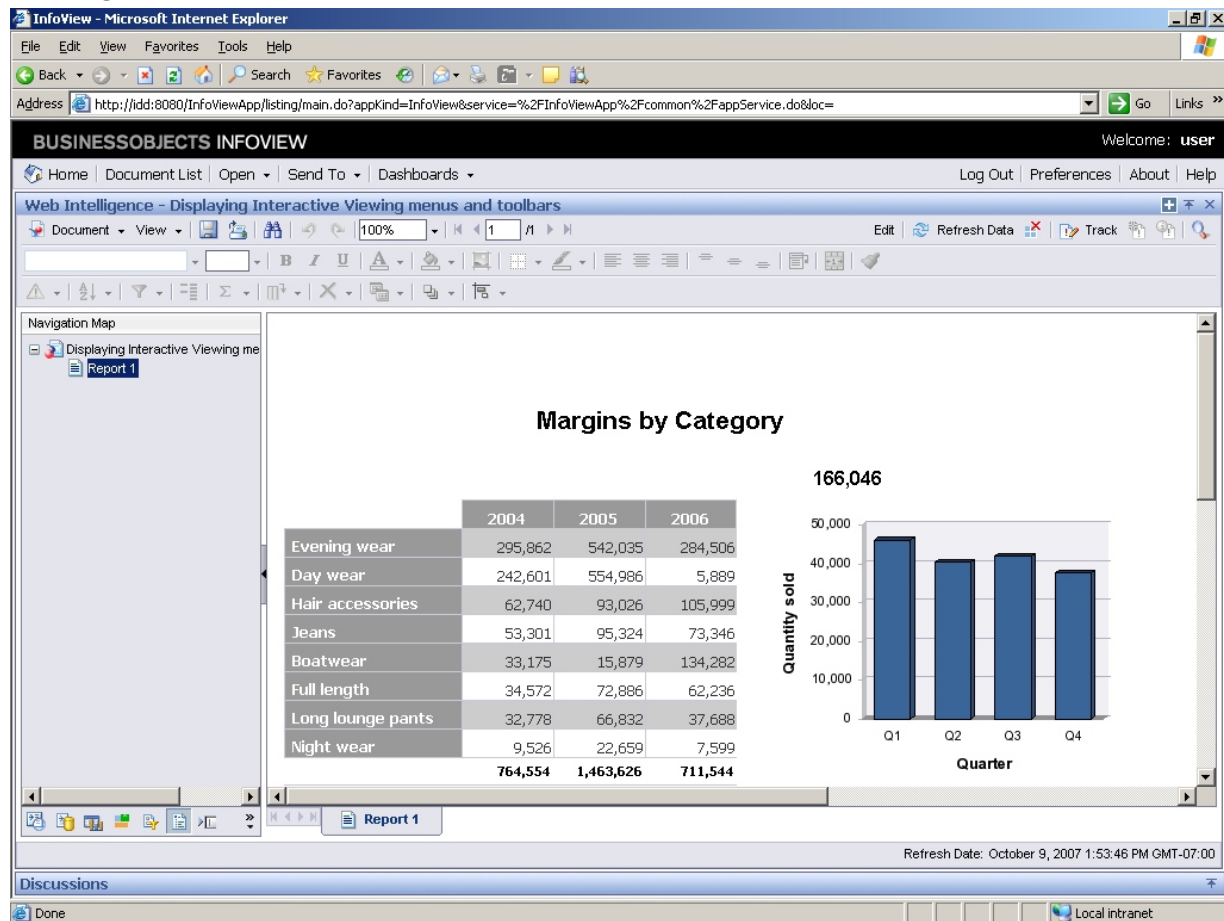Press **[Enter]** to continue.

Viewing a report



6.   Double-click the **Displaying Interactive Viewing menus** link.

In this example you will open a Web Intelligence Report.
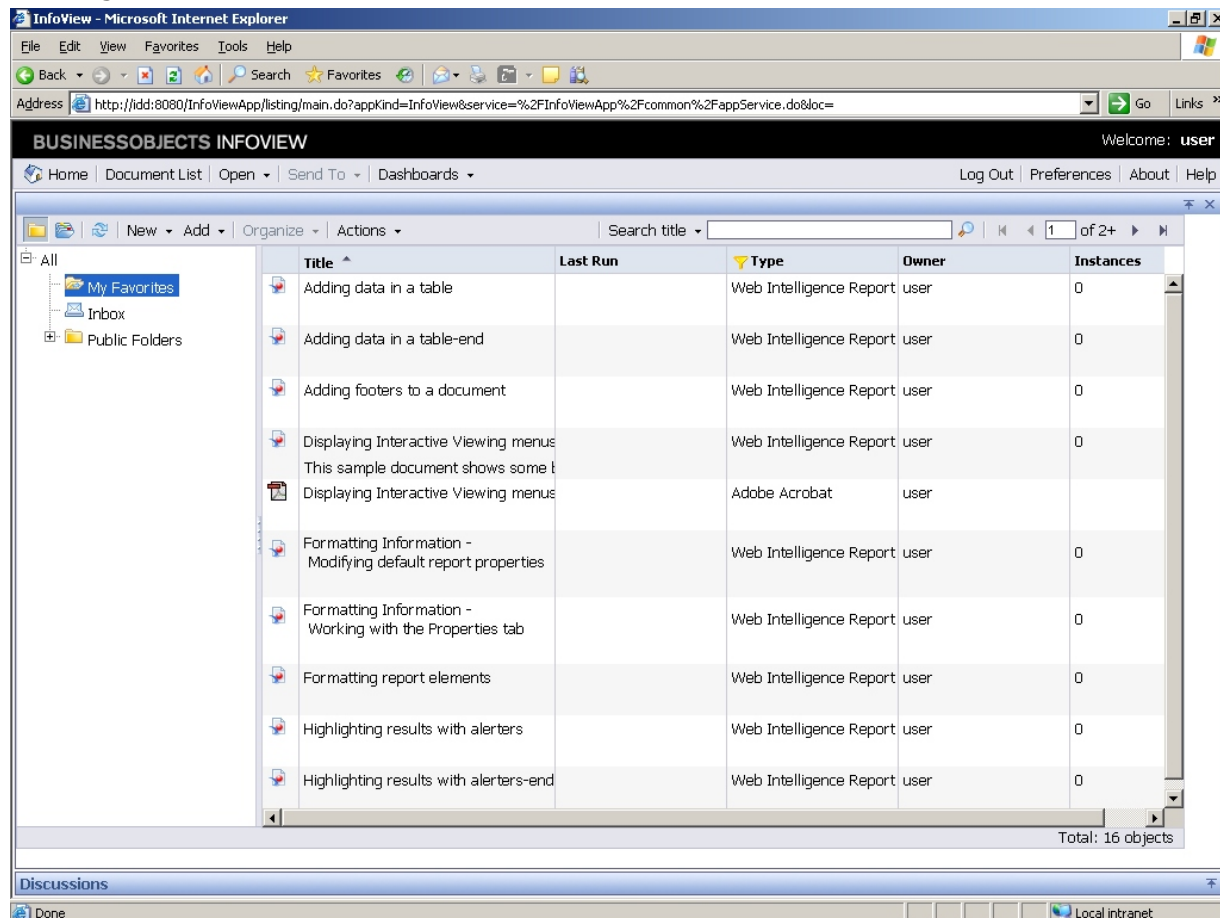
Viewing a document



7.  Click **X** to close report window ☒ .

You will find more specific information about viewing, navigating, and interacting with different document types in the product documentation.
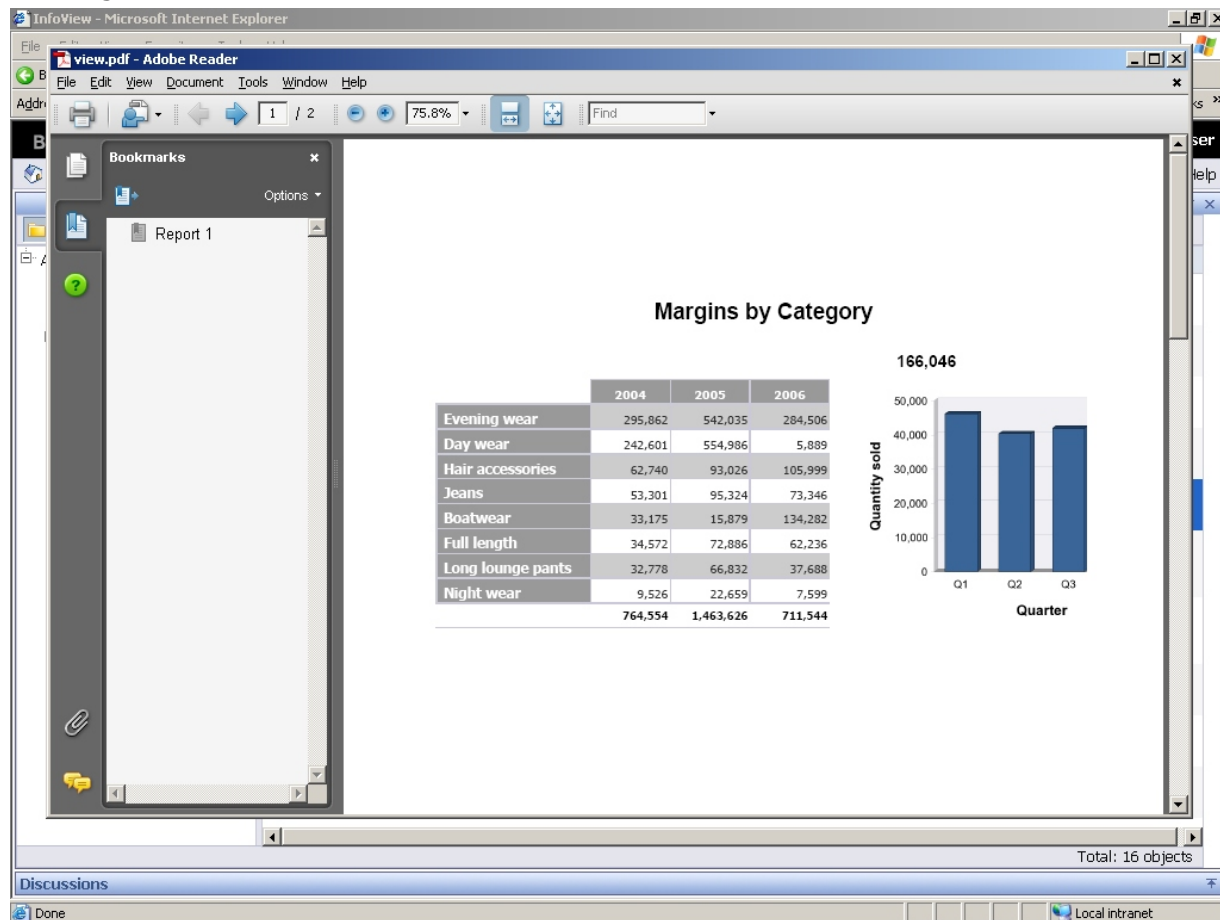
Viewing a PDF document



8.   Double-click the **Displaying Interactive Viewing menu** PDF link.
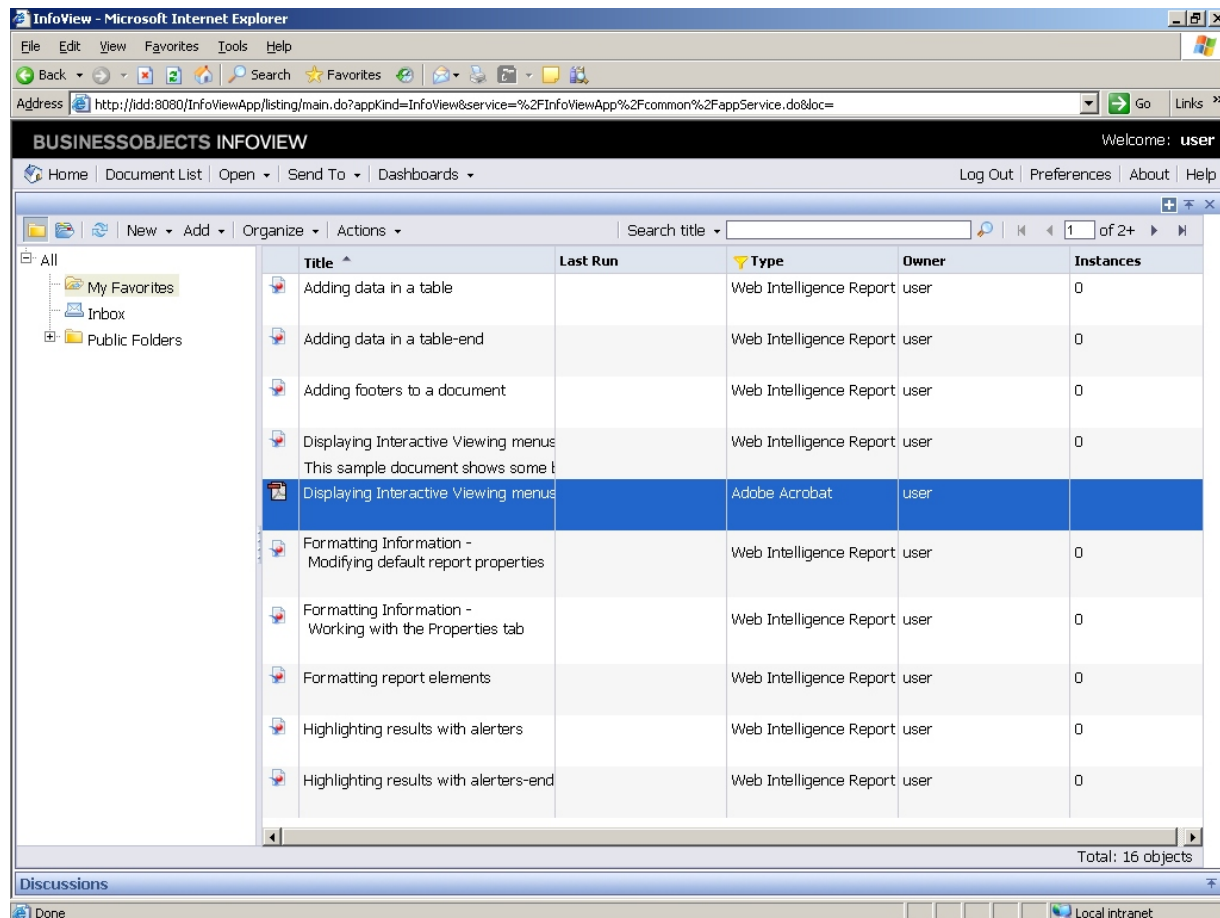
> Now look at a PDF document.

Viewing a PDF document



9.      Click **X** to close PDF window ▣.

> You can view, interact with, and navigate through the document, using standard PDF options.

End of simulation.



10. End of simulation.